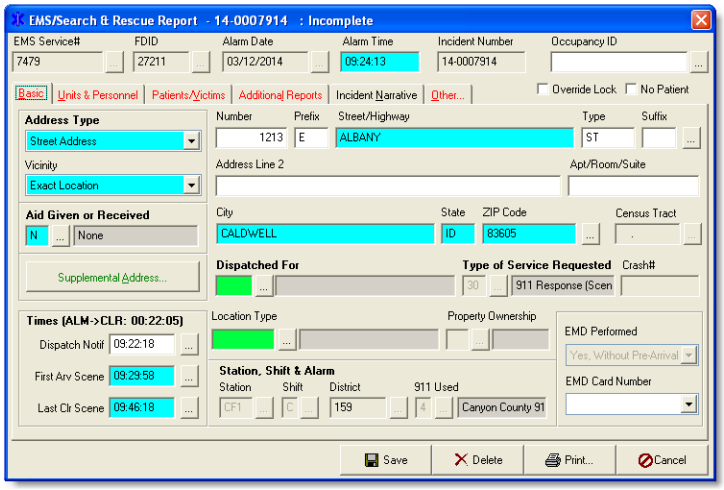
Paramedic/Fire Department Assist EMS Report

Introduction

The instruction manual details how to enter an EMS report into Firehouse when an ambulance arrives prior to or at the same time as Caldwell Fire. This instruction manual reflects the current reporting requirements for the State of Idaho EMS Bureau and Caldwell Fire Department.

Each of the tabs listed across the screen corresponds with the tabs on the Firehouse EMS report screens. To complete your EMS report, follow the tabs in the order listed above to get all necessary information entered in the correct location.

Basic Tab



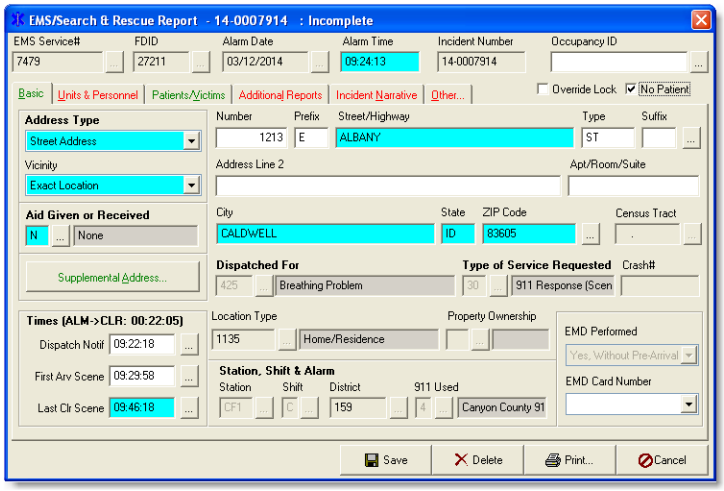
After completing the NFIRS part of your EMS report and opening the EMS/Search & Rescue report your screen should look like the picture on the left.

You will need to complete the following,

Dispatched For - Reason for the EMS call, i.e. *Medical, Trauma, 10-50, etc.* Use the three-dot (ellipsis) box for selections available.

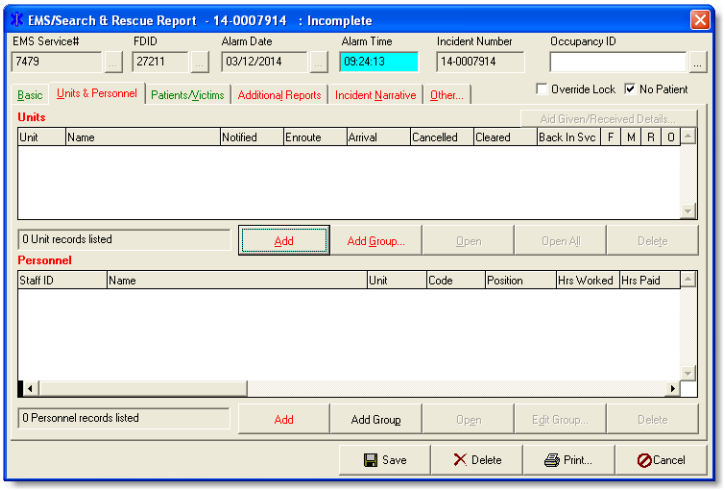
The **Location Type** will auto-fill when you enter the dispatched for code.

Check the **No Patient** field in the upper right hand corner.



After checking the **No Patient** box the **Patient/Victims** tab becomes non-required. The **Incident Narrative** tab will also become required.

Units & Personnel Tab

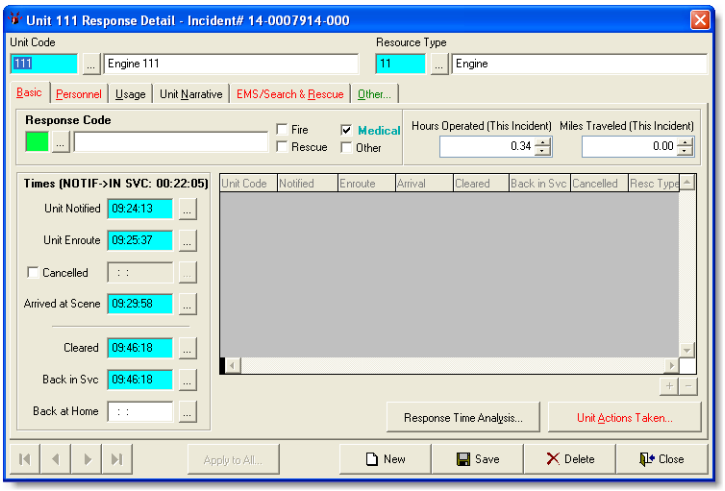


If you completed the **Units & Personnel** tab in the NFIRS report it will not be necessary to do anything on this tab at this time.

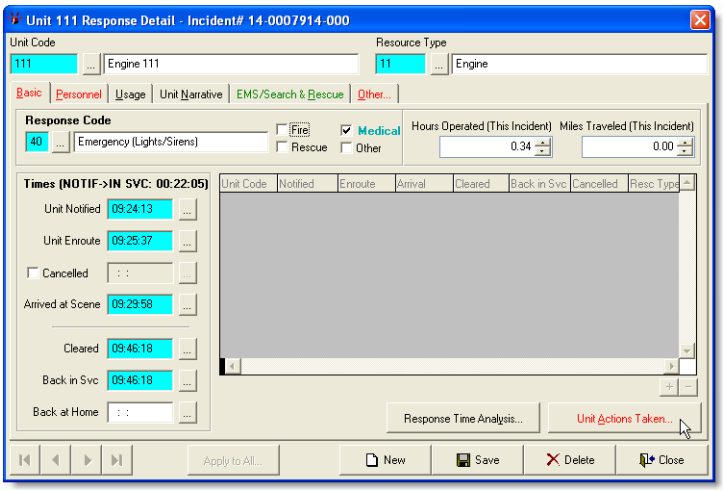
If you are starting in the EMS report and need to enter your unit and personnel, follow the steps listed below.

Begin by selecting the **Add** button on the **Units** screen to start the process.

Unit Response Detail



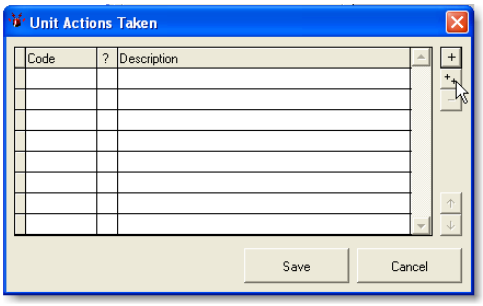
After the **Unit Detail** record opens you will need to complete the **Response Code** and **Unit Actions Taken** fields.



After you fill in the **Response Code** field, the required fields on the **EMS/Search & Rescue** tab will be completed by auto-filling.

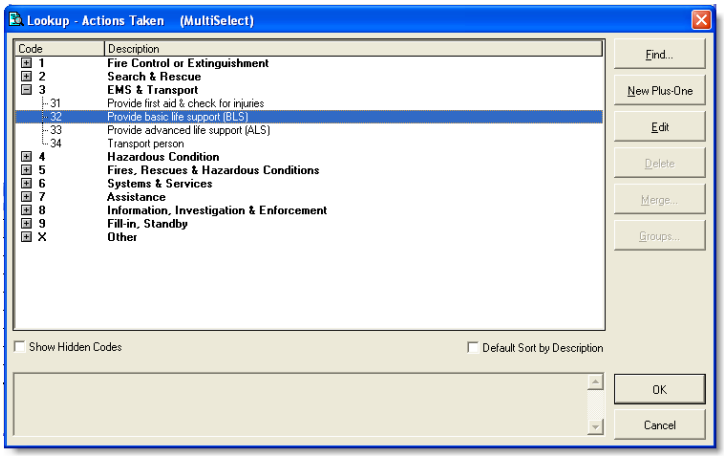
Next select the **Unit Actions Taken** button.

Unit Actions Taken



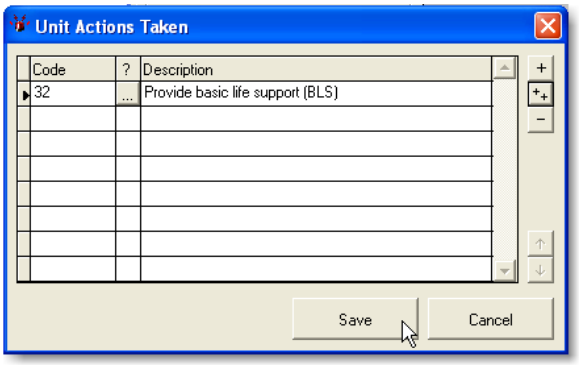
After the **Unit Actions Taken** screen opens, select the **++** button to enter the look-up table for unit actions taken.

*NOTE: Whenever you encounter a table that has a single **+** or a **++**, use the **++**. This will allow you to enter multiple codes at one time, which speeds up the data entry process.*



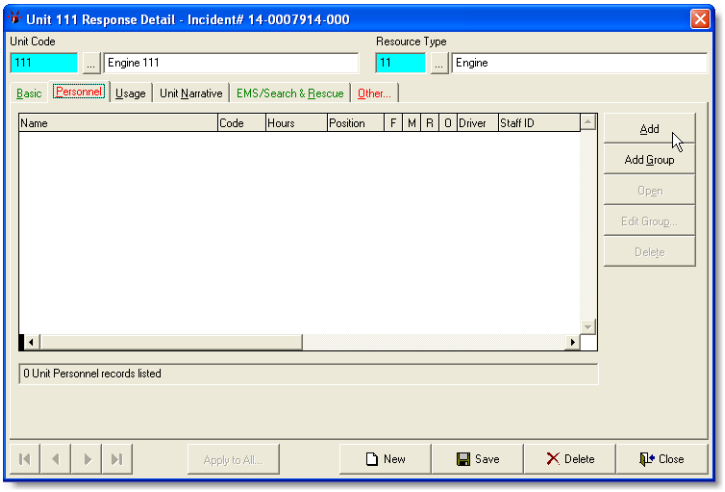
Once the look-up table opens, select the first code in your list, then holding the **Ctrl** key down, multi-select the remaining codes you need to enter.

Once all your codes have been selected, use the **OK** button to continue back to the **Unit Actions Taken** screen.



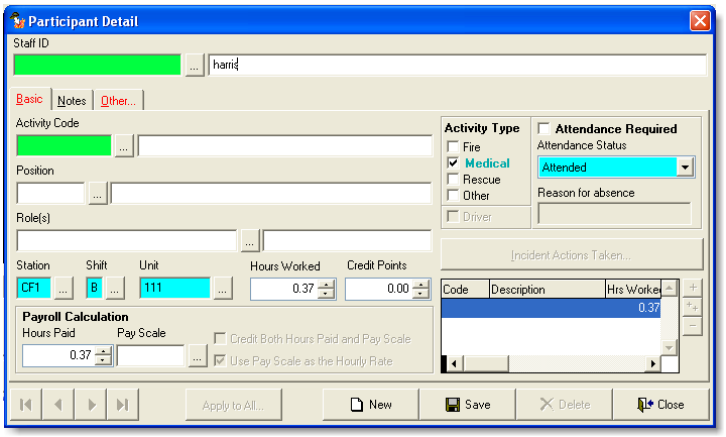
Once your codes have been entered, select the **Save** button to continue.

Personnel Tab



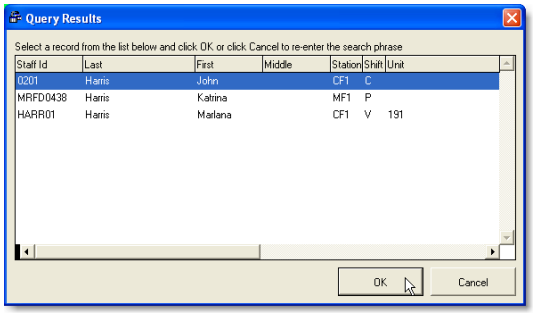
Next select the **Personnel** tab to enter your personnel records. Since this is an EMS report, the Firehouse implementation of the Idaho EMS Bureau rules requires that each staff member be entered individually.

Select the **Add** button to start adding personnel.



There are several methods to enter a staff members ID,

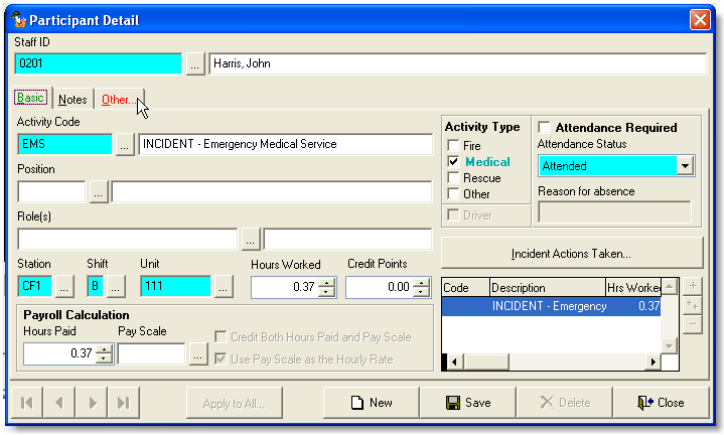
I. Enter the **Staff ID** directly in the staff ID field
II. Select the three-dot (ellipsis) box and then select the staff ID from the list that opens
III. Type part of the staff members name, or partial name, into the field directly right of the **Staff ID** field.



If there is only one entry that matches your staff ID query, the **Staff ID** will automatically be entered.

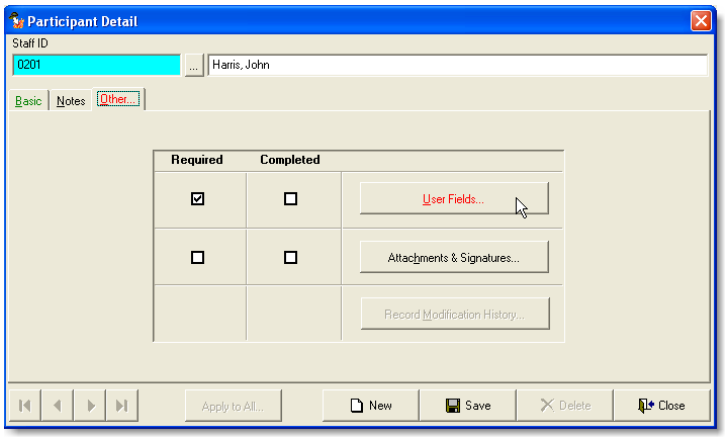
If there is more than one name that matches your query, Firehouse will display a **Query Results** screen like the one on the left.

Select the correct name and then use the **OK** button to continue with entering the staff record.

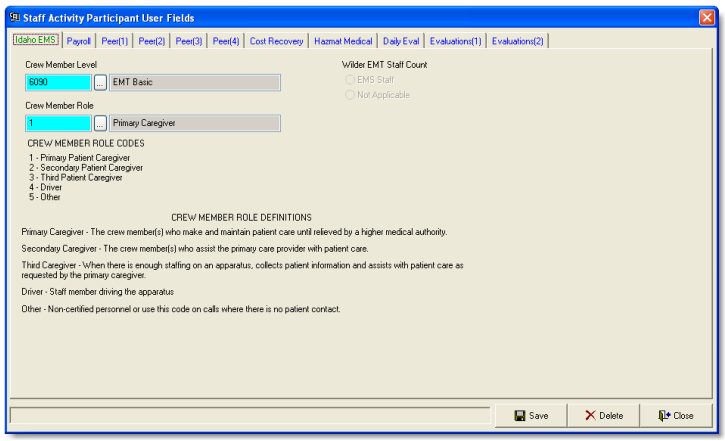


The other required fields will have been automatically completed when you first open the staff record.

Next select the **Other** tab.



Next select the **User Fields** button.

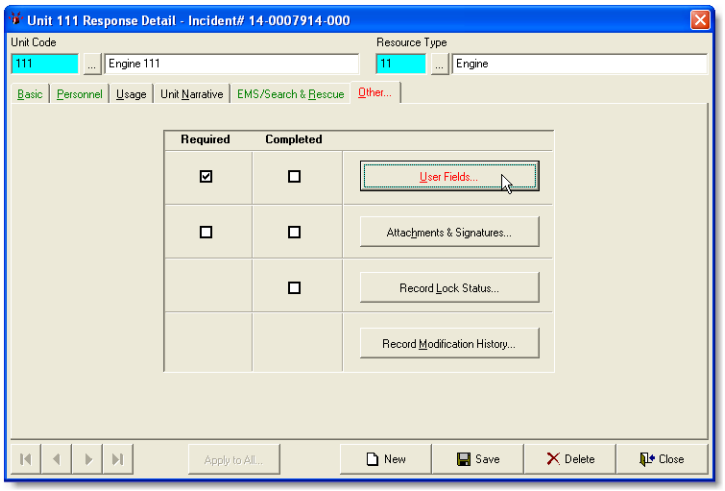

Staff Activity Participant User Fields
Idaho EMS
Payroll
Peer(1)
Peer(2)
Peer(3)
Peer(4)
Cost Recovery
Hazmat Medical
Daily Eval
Evaluations(1)
Evaluations(2)
Crew Member Level
6090
EMT Basic
Crew Member Role
1
Primary Caregiver
Wilder EMT Staff Count
EMS Staff
Not Applicable
CREW MEMBER ROLE CODES
1 - Primary Patient Caregiver
2 - Secondary Patient Caregiver
3 - Third Patient Caregiver
4 - Driver
5 - Other
CREW MEMBER ROLE DEFINITIONS
Primary Caregiver - The crew member(s) who make and maintain patient care until relieved by a higher medical authority.
Secondary Caregiver - The crew member(s) who assist the primary care provider with patient care.
Third Caregiver - When there is enough staffing on an apparatus, collects patient information and assists with patient care as requested by the primary caregiver.
Driver - Staff member driving the apparatus
Other - Non-certified personnel or use this code on calls where there is no patient contact.
Save
Delete
Close

The user field table will open at this point; the required fields will automatically be completed with their default values when you open the table.

At this point all that needs to be done is selecting the **Save** button to save and close the record.

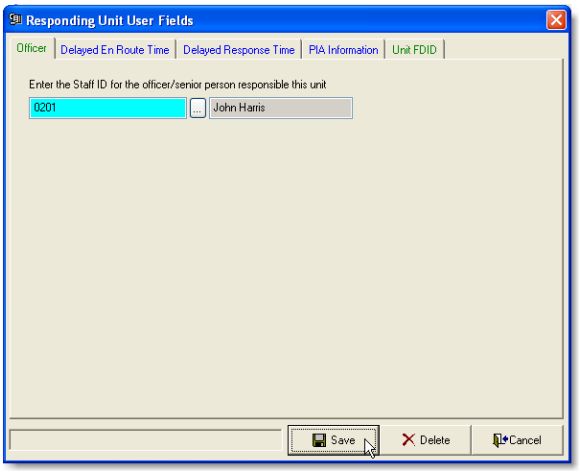
Repeat the steps listed above as many times as necessary to enter the remaining staff records for the remainder of your crew.

User Fields



All that remains to be done on the **Unit Response Detail** record is completing the **User Fields**.

Select the **Other** tab and then the **User Fields** button.

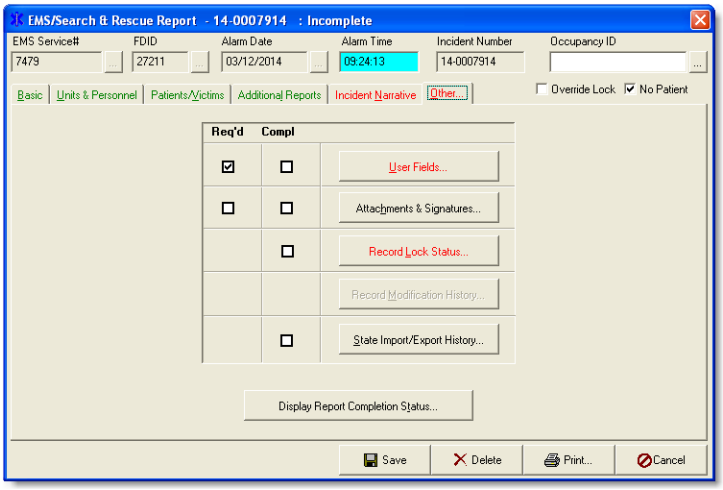


Enter the staff ID for the person that was responsible for the unit during this incident.

Select the **Save** and **Close** button to close the record.

After you return to the **Unit Detail** record, use the **Save** and **Close** button to close the record.

Other Tab



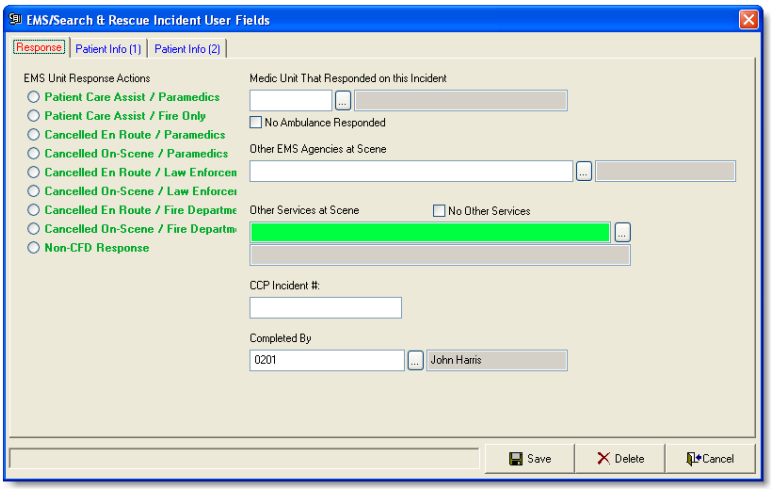
On the **Other** tab there are two areas that need to be completed,

User Fields

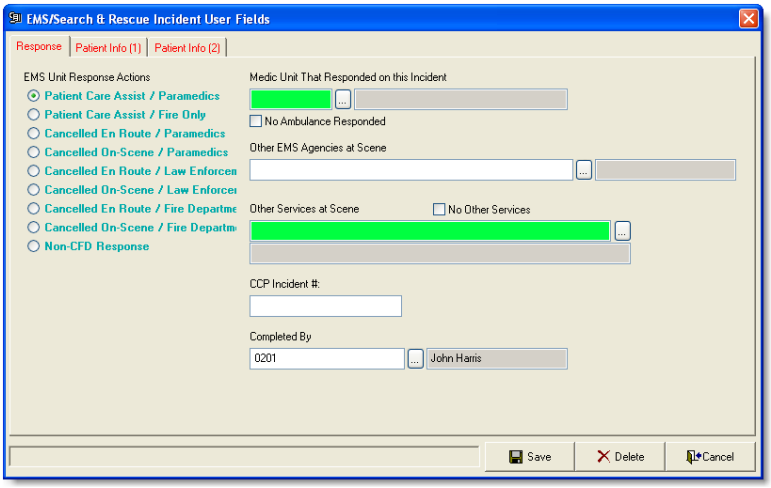
Record Lock Status

User Fields

Idaho EMS Tab



The first

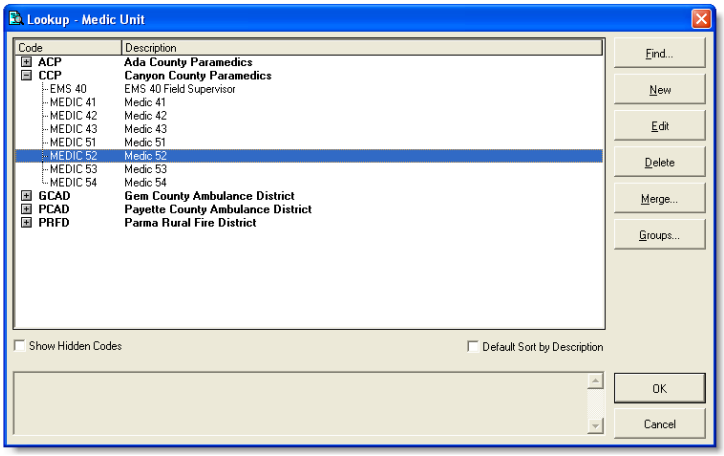


The two user fields on the Idaho EMS tab are,

Other EMS Agencies at Scene - List the other EMS agencies that responded and were on scene during this incident.

Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.



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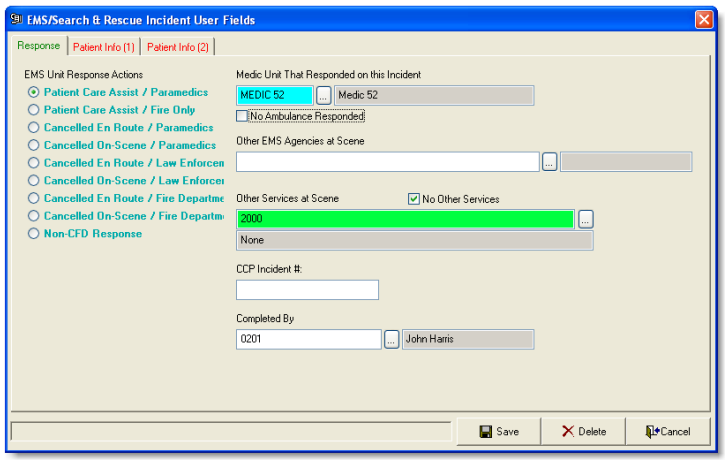


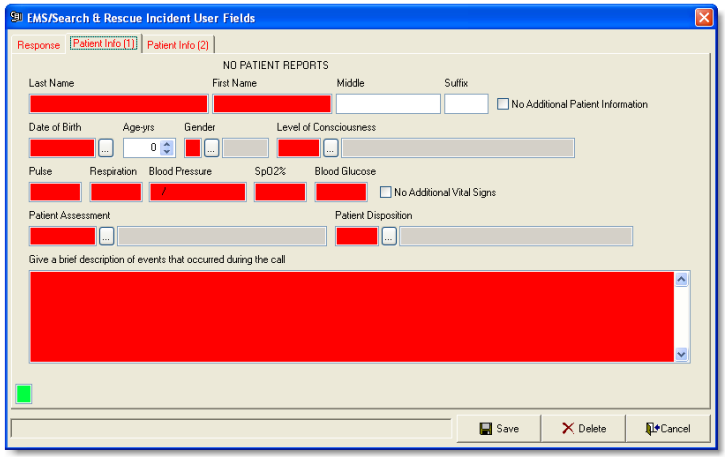
The two user fields on the Idaho EMS tab are,

Other EMS Agencies at Scene - List the other EMS agencies that responded and were on scene during this incident.

Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.

No Patient (1) Tab



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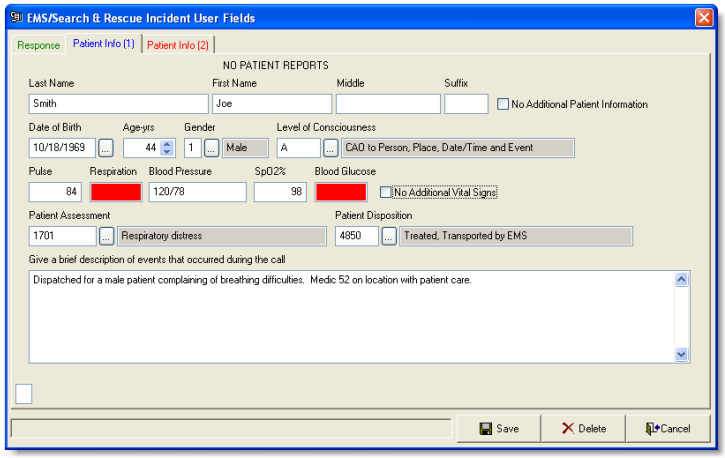
After completing the two fields save and close the user field's screen.



The two user fields on the Idaho EMS tab are,

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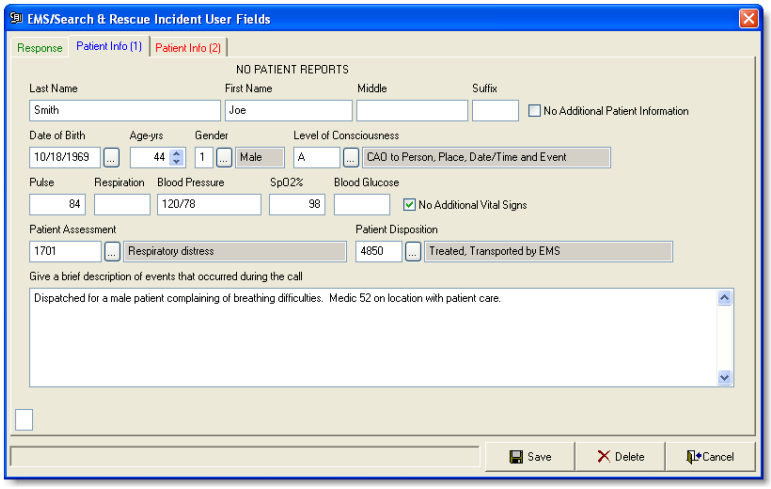
Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.



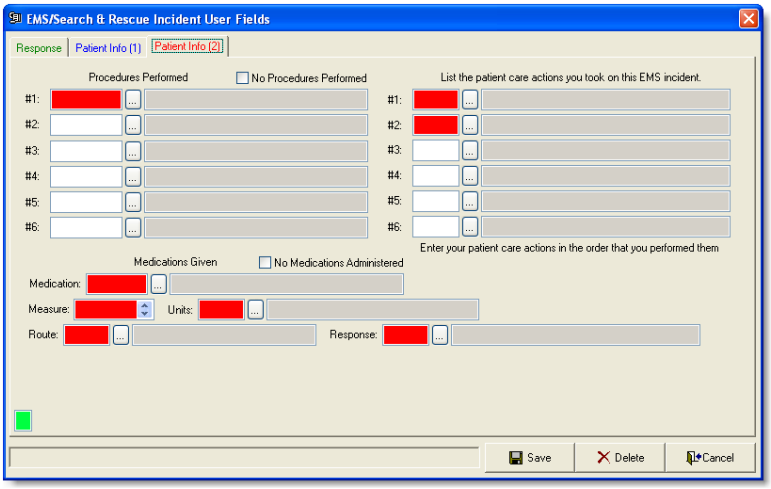
The two user fields on the Idaho EMS tab are,

Other EMS Agencies at Scene - List the other EMS agencies that responded and were on scene during this incident.

Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.

No Patient (2) Tab

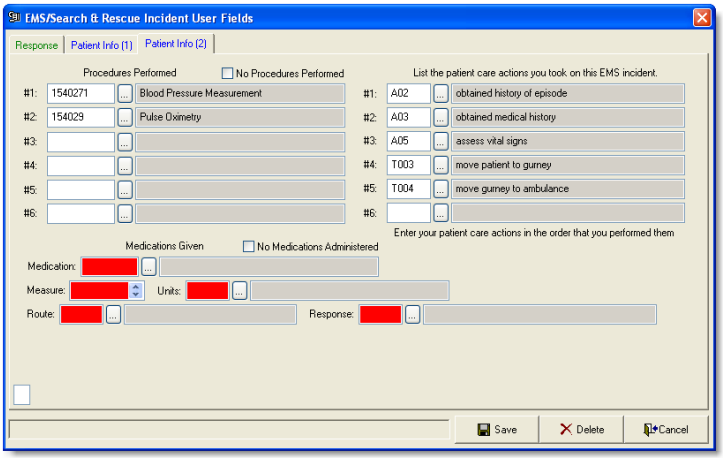


The two user fields on the Idaho EMS tab are,

Other EMS Agencies at Scene - List the other EMS agencies that responded and were on scene during this incident.

Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.

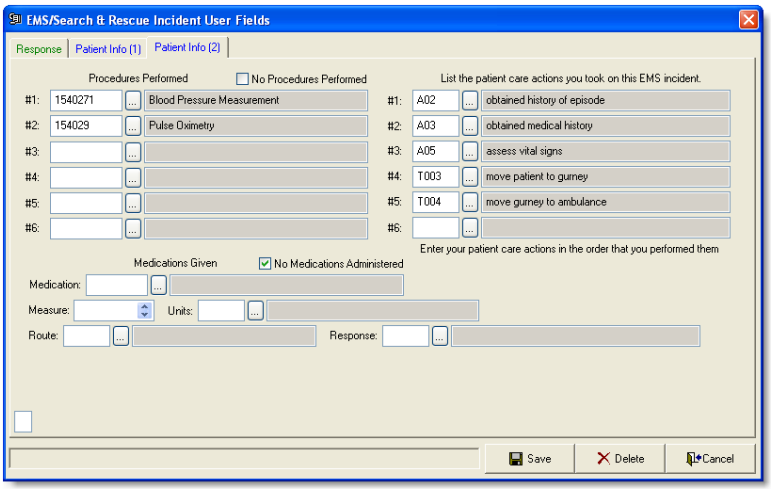


The two user fields on the Idaho EMS tab are,

Other EMS Agencies at Scene - List the other EMS agencies that responded and were on scene during this incident.

Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.



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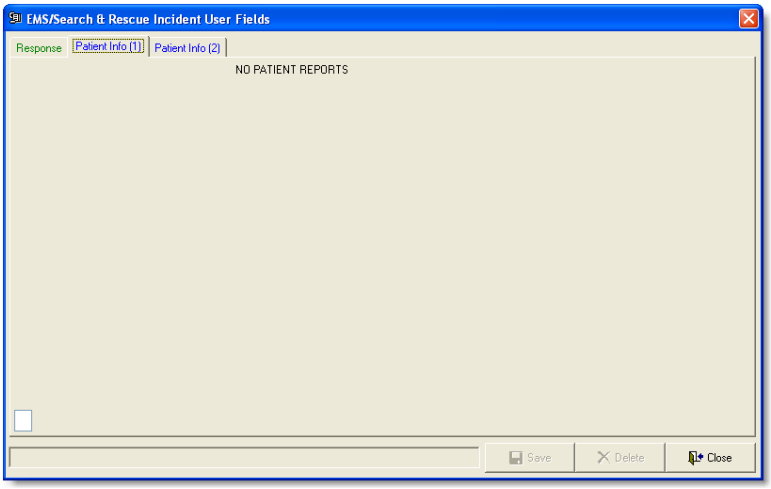
After completing the two fields save and close the user field's screen.

Viewing Patient Records



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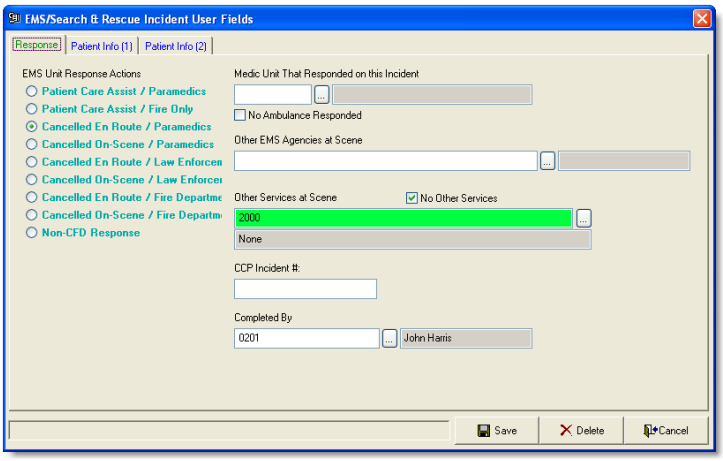
Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.

Cancelled En Route/Cancelled On Scene Incidents



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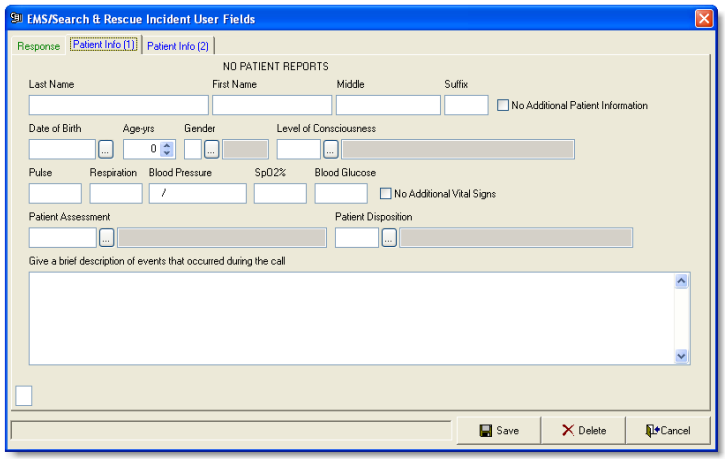
After completing the two fields save and close the user field's screen.



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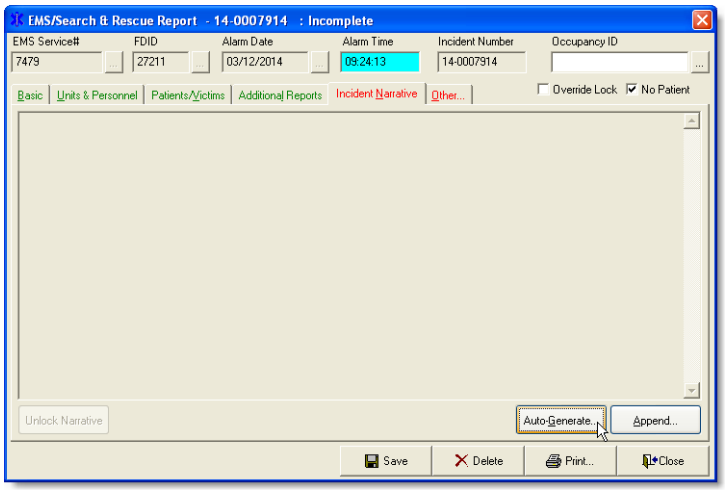
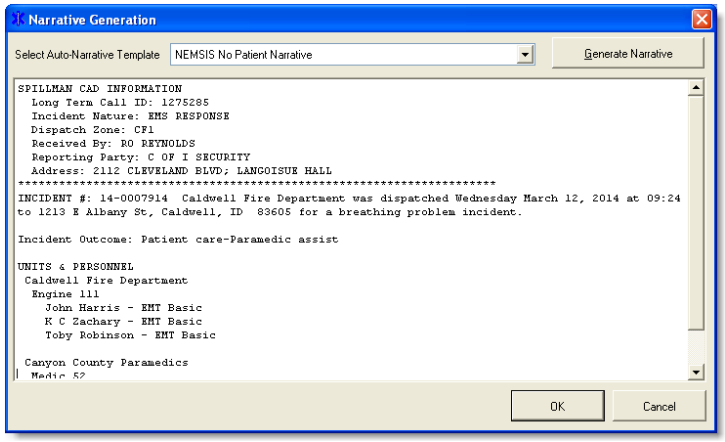
Other Services at Scene - Lists other types of agencies that were on scene at this incident.

After completing the two fields save and close the user field's screen.

Narrative Tab

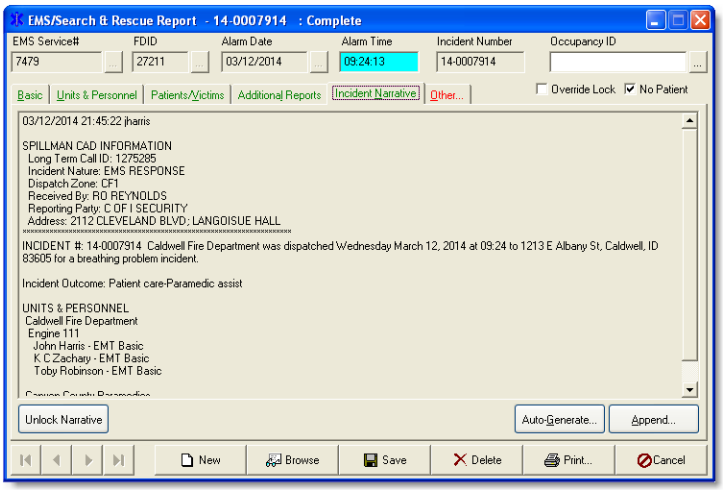


The narrative field is set to append only. Select the **Auto-Generate..** button to open the narrative template.


Narrative Generation
Select Auto-Narrative Template
NEMSIS No Patient Narrative
Generate Narrative
SPILLMAN CAD INFORMATION
Long Term Call ID: 1275285
Incident Nature: EMS RESPONSE
Dispatch Zone: CF1
Received By: RO REYNOLDS
Reporting Party: C OF I SECURITY
Address: 2112 CLEVELAND BLVD; LANGOISUE HALL
INCIDENT #: 14-0007914 Caldwell Fire Department was dispatched Wednesday March 12, 2014 at 09:24
to 1213 E Albany St, Caldwell, ID 83605 for a breathing problem incident.
Incident Outcome: Patient care-Paramedic assist
UNITS & PERSONNEL
Caldwell Fire Department
Engine 111
John Harris - EMT Basic
K C Zachary - EMT Basic
Toby Robinson - EMT Basic
Canyon County Paramedics
Medic 52
OK
Cancel

Using the **Generate Narrative** button to create the rough draft of your incident narrative however you can edit the narrative in any manner from this screen. You can also spell check the narrative by using the F7 button.

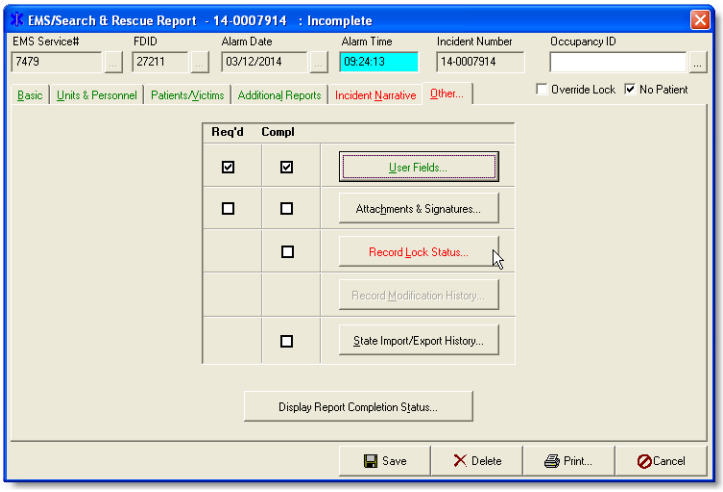
Once you are satisfied with your narrative select the **OK** button.



After your narrative has been entered the only method to make changes or amendments is to use the **Append** button.

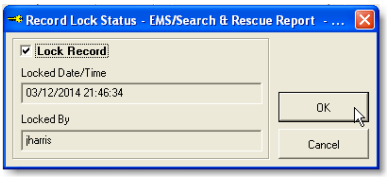
Using the **Append** method will add your new text to the end of the current narrative. It will also add a date/time stamp and the current user ID to the narrative.

Record Lock Status



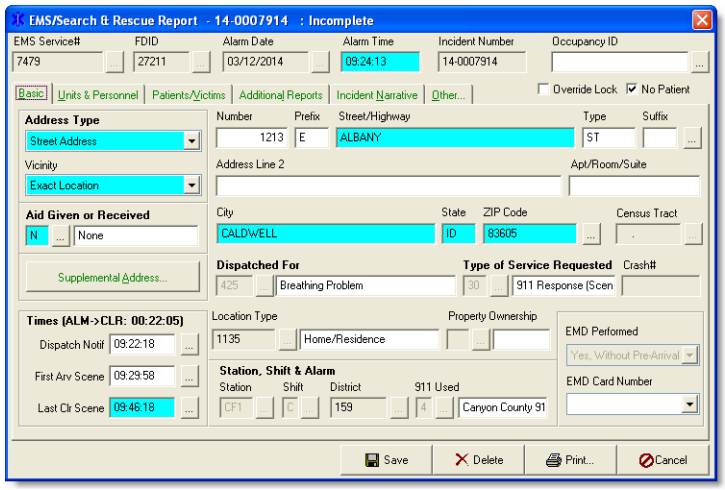
All Caldwell Fire incident reports are required to be locked when they are completed.

Select the **Record Lock Status** button on the **Other** tab.



Once the Record Lock screen opens, check the **Lock Record** field and then select the **OK** button.The screen will close after the record is saved.

Report Completion



After completing all the required fields, all the tabs should be green. If everything is completed, use the **Save** and **Close** buttons, to complete your paramedic/fire department assist EMS report.

Return to the NFIRS report and complete the remaining required fields there to finish your report.